

	COUNTY OF GRANDE PRAIRIE JOB DESCRIPTION
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JOB TITLE:	CURRENT CLASSIFICATION/GRID	POSITION #
Seasonal FCSS Summer Program Coordinator	FCSS Admin Grid 2	524
NOC CODE: STANDARD HOURS:		
JOB TITLE OF IMMEDIATE SUPERVISOR	SUPERVISOR'S CLASS/GRID	POSITION #
FCSS Team Lead – CY&F	AD Grid 6(e)	312
DIVISION	DEPARTMENT	LOCATION
Community Services	FCSS	Various

PROGRAM FUNCTION:

The Community Services division includes Fire Protection, Enforcement, Parks & Recreation, Agriculture services and Family & Community Support Services for the County of Grande Prairie No. 1.

The FCSS department provides social services to the residents of the County. Programs will be directed towards seniors, children, youth, families and volunteers to promote their social and emotional well-being.

PURPOSE OF JOB:

To plan and coordinate the FCSS Summer Day Camp Program in assigned communities or geographic locations throughout the County of Grande Prairie and oversee the program assistant and participants. The Summer Program Coordinator will support the Summer Day Camp Program through leadership and partnership with our community and is accountable to the Child, Youth, Family, and Community Programs Team Lead. The FCSS Summer Program Coordinator's role is to effectively, efficiently, and professionally provide a well- organized, recreation and socially based summer program for children and youth, ages 6-12 in various communities within the County of Grande Prairie.

Job Duties and Tasks:

- Develop, plan and implement summer programs for children and youth in cooperation with the FCSS Team Lead and Program assistant;
- Arrange site locations for all Summer Day Camp programs including booking and securing locations;
- Take program registrations and keep all registration lists up to date, ensuring that all parents and/or guardians fill out registration forms and waiver forms for the Summer Day Camp Program;
- Supervise Summer Program Assistant and program participants, promoting social and emotional well-being and fun;
- Prepare for and lead activities, games, and crafts;
- Apply minimal first aid to injured participants as necessary;
- Responsible for documentation of all incidents and accidents on the provided forms and immediately inform the FCSS Team Lead;
- Ensure open communication with participants, parents, and staff. Must respond to parent and participant questions and concerns;
- Advise the FCSS Team Lead of any needs of the Summer Day Camp Program expenditures;
- Ensure that all activities, or events, are scheduled and documented in a timely and organized manner;
- Proper set up and dismantle of daily activities at various locations;
- Ensure that all exit doors and windows are closed, lights are off, and the main door is locked prior to leaving the building;
- Compile and submit program outcome reports to the FCSS Team Lead – CY &F;
- Comply with records management practices as stated in the Records Management Policy;
- Ensure all work-related information is kept confidential as per County of Grande Prairie Policy and in accordance with Freedom of Information and Protection of Privacy Act.

QUALIFICATIONS STATEMENT

Education and Experience:

- Currently registered as a full-time student in a post-secondary program in the areas of education, recreation, social sciences, or other human services related discipline;
- Previous experience working with children;
- Previous supervisory experience;
- Must be 18 years or older.

Knowledge, Skills and Abilities:

- Local resources, agencies, and referral sources;
- The stages of physical, social, emotional, and intellectual developmental needs of children.
- Excellent interpersonal skills
- Ability to plan and organize appropriate daily activities;
- Valid Class 5 driver's license
- Ability to ensure all work related information is kept confidential as per policy and in accordance with Freedom of Information and Protection of Privacy Act.
- Ability to comply with records management practices as stated in the Records Management Policy.
- Must have driver's license and reliable vehicle for travel throughout the County.
- Must submit a satisfactory Criminal Records Check (vulnerable sector) and Child and Family Services Check.
- Ability to work independently and as part of the FCSS team.

Core Competencies:

- Teamwork
- Customer Focus
- Interpersonal Skills
- Communication
- Confidentiality
- Record Keeping

Training Matrix:

- Workplace Violence Prevention
- FOIP General Awareness Training
- BUDDIE
- WHMIS
- Hazard Identification, Assessment & Control
- Defensive Driving
- First Aid including AED
- Fire Extinguisher
- ASIST (Applied Suicide Intervention Skills Training)
- CISM (Critical Incident Stress Management)
- Food Safe

JOB DESCRIPTION CERTIFICATION:

I have read this job description:

Incumbent's Signature

Name (print)

Date

This job description is an accurate statement of the position's assigned duties, responsibilities, and reporting relationships.

Supervisor's Signature

Name (print)

Date

This Job Description is in the appropriate format and contains sufficient data for its evaluation in the County Job Evaluation Plan:

HR Manager's Signature

Name (print)

Date